



# APPLICATION FOR ACCESS TO PERSONAL INFORMATION

Document Reference No: CMA 086 FORM

This form has been prepared to assist you in applying for access to personal information about yourself that is held by the Mallee Catchment Management Authority. **Please note:** You may be referred to the Freedom of Information access process or relevant Legislation (where another statute stipulates the way access to personal information should be provided that Act's direction must be followed) and you will be advised of the appropriate steps to take.

**As a general rule you can only apply for access to your own personal information, not anyone else's personal information.** Parents of minors, legal guardians and those with legal authority may request access on behalf of their children or wards etc. If you are requesting access on behalf of someone else, you will be required to provide proof of your authority to do so.

**Please note:** The use of this form is optional, however, to assist our privacy staff, it is important that you include all the required information in a legible format. If more space is required, please attach additional pages.

## 1. Applicant Details

Applicant Name:

Postal Address:

Town:  Postcode

Email:

Contact Phone #:

*Please advise our office as soon as possible if any of your contact details change*

## 2. Request for Access From

Branch / Division / Service

About: Information Regarding

Have you applied for access to personal information previously?  YES  NO

If YES, what happened regarding that request?

Metadata	Approval by	Manager Corporate Services	Last Updated	Sept 2015
	Owner/Custodian	Manager Corporate Services	Replaces	V2.0
	Date of First Issue	Jan 2003	Review Date	Aug 2017
	Version	3.0	Review Trigger	CMA 046 OPOL
	Search terms	Application, access, personal information, freedom of information		Reference: CMA 086 FORM

Please sign and date this form and return to Mallee CMA at the address provided below:

Name:

Signature:  Date:

### 3. Return to Mallee CMA

When you have completed this form please return it by mail, email, or fax to:

**Manager Corporate Services**  
Mallee Catchment Management Authority  
PO Box 5017  
MILDURA VICTORIA 3502

Telephone: (03) 5051 4377  
Fax: (03) 5051 4379  
Email: [meagan.crozier@malleecma.com.au](mailto:meagan.crozier@malleecma.com.au)

**Collection Statement:** The Manager CSU will use the information you provide to assess and respond to your request for access to personal information. We will usually disclose your request to the area of the appropriate department where your information is held and, if necessary, to other members of the appropriate department who are required to assist in addressing your request, or where disclosure is required by Law.

File Action:

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